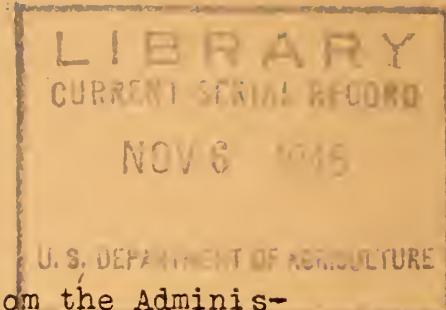


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Do not assume content reflects current scientific knowledge, policies, or practices.

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

FISCAL LETTER NO. 1



Since the location of the Supply Room is now removed from the Administrative Office of this Division, it has become necessary to limit the time for the filling of supply orders to a definite period each day.

The Supply Room, now located in Room 2087-A will be open from 10 A.M. to 11 A.M. If delivery is expected the same day, requisitions from the Sections must be received prior to this hour, and all orders will be filled and delivered as soon thereafter as possible.

The Administrative Office will use the amounts indicated on the 6-month estimate of requirements for forms as a standing order from the Section. A supply for a month and a half will be ordered by the Administrative Office at the close of each month; the quantity of forms required by the Section will be indicated on the requisitions in the usual manner.

If, after a period of operation, it is decided that the estimate of forms given by the Section is inadequate, the Administrative Office should be notified by memorandum. If an over-estimate is observed by the Supply Clerk, the Section will be notified and an adjustment will be obtained.

Form FAD-72 shall be used by the Section in ordering. Receipt of the order shall be acknowledged by the signature of the recipient on the copy of the Form FAD-72 which is returned to the Administrative Office.

This will supersede Office of Distribution Finance Letter 37,
Classification 501.

J. D. McLeod
H. L. McLeod, Acting
Chief Fiscal Officer

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WAR FOOD ADMINISTRATION
Office of Marketing Services

May 3, 1945

FISCAL DIVISION LETTER NO. 4

RECORDING AND HANDLING OF MAIL

I GENERAL: The Administrative Officer of the Fiscal Division will be responsible for receiving, recording, routing and distributing all incoming mail.

Mail or correspondence as used herein refers to incoming communications, such as letters, telegrams and cablegrams. It will not include forms, documents, reports or vouchers.

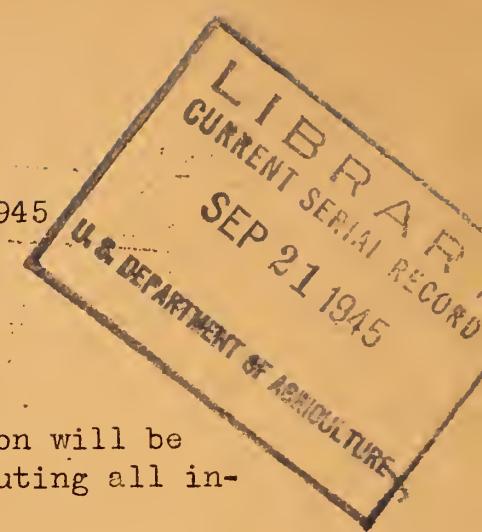
II MAIL RECORD FORMS, FDA-25: A record of the receipt and disposition of mail will be maintained by the Mail Unit. Mail Record Form, FDA-25, consisting of an original and two copies, will be prepared by the Mail Unit.

III PREPARATION OF MAIL RECORD FORMS: Incoming mail will be date stamped and serially numbered upon receipt in the Mail Unit. Form FDA-25 will then be prepared in the following manner:

- A In the space "FROM" insert the name of the originating office, individual, organization, etc.
- B In the left space "DATE" insert the date of the communication.
- C Under "SUBJECT" insert a brief digest of the contents. If enclosures are attached, this will be noted also. In making the entries, contraction of words, abbreviations and symbols should be used wherever practicable.
- D Under "NO." insert the serial number.
- E Under "RFD" insert the name of the individual or section to whom the first distribution will be made.
- F Under the right "DATE" insert the date of distribution.

IV DISTRIBUTION OF MAIL RECORD FORMS

- A The original will be retained by the Mail Unit and placed in a "Pending File" by serial number. By referring to this file, the Mail Unit will be able to locate pending correspondence.
- B The second and third copies, printed in green and red respectively, will be attached to and routed with the correspondence.



V DISPOSITION OF MAIL SLIPSA In the Sections

- 1 Upon receipt of recorded mail by the Section Chief, the name of the Unit Head or individual to whom it will be referred shall be inserted in the space "RFD" and the current date will be entered under "DATE".
- 2 The green mail form will be detached by the section distributing clerk and placed in a pending file in numerical sequence. The red form will remain with the letter for notation as to final disposal.
3. When the correspondence is completed, the person making the reply will enter his initials and the current date in the space "NO REPLY" or "ANSD" on the red form and return to the section distributing clerk. Notation will then be transcribed to the green form which will be retained in the section file for future information, and the red form will be returned to the Mail Unit.
- 4 When correspondence is to be referred to another section or division, the proper address shall be inserted in the spaces "RFD" and the date shown on both green and red forms. It is important that in such cases, the correspondence with green and red forms attached shall be routed through the Mail Unit.

B In the Mail Unit

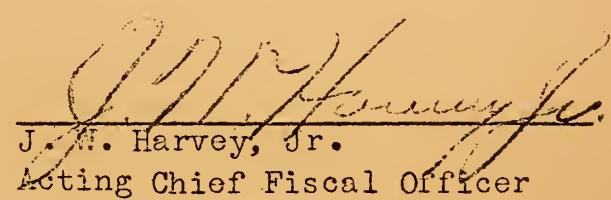
- 1 When the completed red form is received in the Mail Unit, and is marked "NO REPLY" or "ANSD", the corresponding white copy will be withdrawn from the pending file and the notation transcribed thereon. The red copy will be filed in a permanent numerical file. The white copy will be filed alphabetically by name of office, individual or firm in a permanent file.
- 2 When the correspondence together with the green and red forms is returned to be routed to another section, the white copy will be removed from the pending file, the routing address corrected and the form will be returned to the pending file. The correspondence will be forwarded to the new address.

VI OVERDUE CORRESPONDENCE

- A All incoming mail must be answered or acknowledged within five days, if reply is necessary. If a reply cannot be made within five days due to insufficient information on hand, the incoming correspondence should be acknowledged and a statement made to the original correspondent as to the proposed disposition. The red copy of the mail form will be retained with the correspondence until final reply is accomplished.

VI Continued

B Every ten days the Mail Unit will prepare a report for the Chief Fiscal Officer covering all overdue correspondence received during the ten days preceding the date of the report; the number, date received, name and section to which referred shall be listed. When correspondence has been listed previously on a report the number of times it has been listed will be indicated in parenthesis at the left of the serial number. Two copies of the report will be sent to the section to whom the correspondence was last referred with the request for a statement as to the reason disposition has not been made. One copy should be completed and returned to the Mail Unit within three days. The second copy may be retained by the section.



J.W. Harvey, Jr.
J.W. Harvey, Jr.
Acting Chief Fiscal Officer

